Instructions

Please complete this form and forward it to the Clerk's Office

Either:

- (1) Complete the form on-line, print it, sign it, and fax the $f_{\underline{\text{orm}}}$ to the Clerk's office at (410)962-2690, or
- (2) Print a blank form from the website, complete and sign it and mail it to the Clerk's office at:

Attorney Admissions Form Registration - 00-1332 United States District Court District of Maryland 101 W. Lombard Street Baltimore, MD 21201

Attention: Andrew Welkie, Director of Automation and Technology

UNITED STATES DISTRICT COURT OFFICE OF THE CLERK DISTRICT OF MARYLAND

Felicia C. Cannon, Clerk

John A. Cerino, Chief Deputy

Electronic Case File Attorney Registration Form

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents. The following information is required for registration:

First/Middle/Last Name:
Last four digits of Social Security Number:
Mother's Middle or Maiden Name:
Firm Name:
Firm Address:
Voice Phone Number:
FAX Phone Number:
Internet E-Mail Address:

By submitting this registration form, the undersigned agrees to abide by the following rules:

- 1. This system is for use only in case MDL-1332, Microsoft, permitted by the U.S. <u>District</u> Court for the <u>District of Maryland</u>.
- 2. Every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's password issued by the court, combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney must protect and secure the password issued by

3. An attorney's registration will constitute a waiver of service of documents other than through the ECF system. Please return to: U.S. District Court District of Maryland Attn: ECF Registrations 101 West Lombard Street **Suite 4415** Baltimore, Maryland 21201 **Applicant Signature Initial of First & Last Name** Last 4 digits SS# Subscribed and sworn to before me this ______ day of ______, 20____. Notary My Commission expires:

the court. If there is any reason to suspect the password has been compromised in any way, it

is the duty and responsibility of the attorney to immediately notify the court.